



**The Legislative Council invites applications for the position of:**

# **Research Analyst**

**DEPARTMENT:** Legislative Service Bureau – Research Services Division

**STATUS:** Full-Time

**HOURS:** 37.5 hours per week; 8:30 a.m. to 5:00 p.m., Monday through Friday

**HOURLY RATE:** \$21.88 per hour / \$42,830 annually (Range H on Council salary schedule)

**APPLICATION PERIOD:** March 9 to 23, 2012 (by 5:00 p.m.)

**JOB LOCATION:** Boji Tower, Downtown Lansing

## **GENERAL DESCRIPTION OF DUTIES**

Conducts research in subject areas for members of the Michigan Legislature and LSB Legal Counsel to support bill drafting process. Produces memos, policy resolutions, and short-form research products in response to legislative requests. May support standing committees, special committees, legislative workgroups, and individual members by delivering briefings or responding to questions. Work is performed in a team-oriented environment with other legislative agencies.

## **MINIMUM QUALIFICATIONS**

Master of Arts or Science Degree required. Minimum one year of progressively more responsible experience in a legislative environment, public policy area, or in a research field. Familiarity with economic development, business, labor, or tax policy issues could be helpful. Effective oral and written communication skills required. Ability to work with others in a team environment. Strong computer skills needed. Must be willing and able to work overtime and irregular hours as required.

## **HOW TO APPLY**

Only online applications are being accepted through the State's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. For full consideration, candidates must include a cover letter and resume as separate attachments in their online application.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [humanresources@legislature.mi.gov](mailto:humanresources@legislature.mi.gov) or call 3-9643.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

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